

**Minutes of the Regular Meeting of the Mansfield
Housing Authority held at 22 Bicentennial Court on
Wednesday, November 6, 2019 at 7:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session at 22 Bicentennial Court, Mansfield, MA at 7:00 PM.

The Meeting was called to order by Chairman Kevin Doyle at 7:00 PM and upon roll call, those present and absent were as follows:

Present:

**Kevin Doyle
Debra Tatum
Mary Kate Flynn
Elizabeth Dye
Olivier Kozlowski**

Absent:

Also present was Executive Director, Andrea McDougall, and four Residents.

A copy of the Notice of Meeting, pursuant to Section 23A of Chapter 39 of the General Laws, with the Certificate as to Service of Notice of Meeting attached thereto was read and ordered spread upon the Minutes of the Meeting and filed for record.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Meeting of the Mansfield Housing Authority will be held at 7:00 PM on November 6, 2019 at 22 Bicentennial Court, Mansfield, MA 02048.

CERTIFICATE AS TO NOTICE OF MEETING
(Section 23A, Chapter 39, General Laws)

I, the undersigned, the duly appointed qualified Executive Director of the Mansfield Housing Authority do hereby certify that on September 30, 2019, I caused to be filed, in the manner provided by Section 23A, Chapter 39, General Laws, with the Clerk of the Town of Mansfield, Massachusetts, a Notice of Meeting of which the foregoing is a true and correct copy.

IN TESTIMONY HEREOF, I have set my hand this 11th day of November 2019.



Andrea McDougall, Executive Director & Acting Secretary

The Board and attendees recited the Pledge of Allegiance.

The Chairman referred to Agenda Item #1, Approval of Warrant #378 for the Month of October 2019 in the amount of \$190,989.37.

A Motion was made by Ms. Flynn and seconded by Ms. Dye to approve Warrant #378 for the Month of October 2019 in the amount of \$190,989.37.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #2, Approval of the Minutes of the October 2, 2019 Board Meeting.

A Motion was made by Mr. Kozlowski and seconded by Ms. Dye to approve the Minutes of the October 2, 2019 Board Meeting as presented.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #3, Executive Director's Report.

A Motion was made by Ms. Flynn and seconded by Ms. Dye to accept the Executive Director's Report.

There were no questions or comments from the Board on the Executive Director's report.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #4, Balance Sheets and Fiscal Year End Reports as of September 30, 2019.

A Motion was made by Mr. Kozlowski and seconded by Ms. Dye to accept the Balance Sheets and Quarterly Financial Reports as of as August 31, 2019 as prepared by the Fee Accountant.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #5 the Fee Accountant's Budget Presentation and Consideration of Approval for Fiscal Year Ending September 30, 2020.

The Mansfield Housing Authority's Fee Accountant, Dan Robillard started the presentation by saying that the State had increased the Housing Authority's operating budget by 10% which will increase operations by approximately \$55,000.00. Mr. Robillard said that in the proposed budget, money had been added, to change one of the current part-time Public Housing Coordinator positions to be full time. The additional hours were added to compensate for the time spent on processing applicants in the new State CHAMP online waiting list. An increase was also seen in maintenance salaries because the Housing Authority changed the Landscaping Position to a Maintenance Technician. There was a 3% increase in benefits, and the remainder went to Maintenance Contract costs. The last notable amount was \$40,400.00 that has been earmarked for a new maintenance plow truck, of which the state will be contributing \$32,400.00.

Olivier Kozlowski moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 400-1 for fiscal year ending 9/30/2020 showing total revenue of \$862,901 (Acct. No. 3000) and Total Expenses of \$822,501 (Acct. No. 4000) thereby requesting a subsidy of \$122,681 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$92,806 for fiscal year ending 9/30/2020 be submitted to the Department of Housing and Community Development for its review and approval. Kevin Doyle seconded the motion which, upon rollcall, was passed by a vote of 5 to 0.

A motion was made by Mary Kate Flynn and seconded by Elizabeth Dye to waive the reading of the written motion that each Commissioner had received a copy of in writing.

Upon vote, the Motion passed by a Vote of 5 to 0

Olivier Kozlowski moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing

Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 689-1 for fiscal year ending 9/30/2020 showing total revenue of \$26,892 (Acct. No. 3000) and Total Expenses of \$23,447 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$92,806 for fiscal year ending 9/30/2020 be submitted to the Department of Housing and Community Development for its review and approval. Elizabeth Dye seconded the motion which, upon rollcall, was passed by a vote of 5 to 0.

A motion was made by Elizabeth Dye and seconded by Debra Tatum to waive the reading of the written motion that each Commissioner had received a copy of in writing.

Upon vote, the Motion passed by a Vote of 5 to 0

Olivier Kozlowski moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number MRVP for fiscal year ending 9/30/2020 showing total revenue of \$12,960 (Acct. No. 3000) and Total Expenses of \$12,450 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$92,806 for fiscal year ending 9/30/2020 be submitted to the Department of Housing and Community Development for its review and approval. Elizabeth Dye seconded the motion which, upon rollcall, was passed by a vote of 5 to 0.

The Chairman referred to Agenda Item #6 Approval of the Executive Director's Salary Calculation for compensation effective 10/01/2019.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the Executive Director's Salary Calculation for compensation effective 10/01/2019.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #7, Approval of revised Maintenance Uniform Policy.

A Motion was made by Ms. Tatum and seconded by Ms. Dye to approve the revised Maintenance Uniform Policy.

Ms. McDougall stated that the only change in the policy was an increase in the work boot reimbursement from \$50 to \$150.00.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Maintenance Uniform policy was approved as follows:

**Mansfield Housing Authority
Maintenance Uniform Policy**

The Mansfield Housing Authority will contract with a uniform Company that will provide maintenance uniforms, which will include shirts, pants and jackets along with weekly laundering services for the maintenance uniforms provided.

Uniforms will be the color blue and will have nametags displaying the name of the employee.

Maintenance employees will be required to wear the uniforms every workday and have their employee identification badge on them for identification.

The Authority will provide up to a \$150.00 per fiscal year stipend, for each maintenance employee for the purchase of work boots. Upon presentation of a receipt for work boots the employee will receive a check for up to \$150.00 if the boots cost \$40.00 the employee will receive a \$40.00 reimbursement, if the boots cost \$180.00 the employee will only receive a \$150.00 reimbursement.

Failure to wear the uniforms as required will be punishable as follows:

1st Offence: Verbal warning.

2nd Offence: Written warning to be placed in the employee's file.

3rd Offence: One-day suspension without pay.

The Chairman referred to Agenda Item #9, Questions and Comments

The Chairman extended thanks to the Fee Accountant for the good news on additional money added in the Mansfield Housing Authority's 2020 budget.

The Executive Director gave the Executive Board a copy of the Administrative office Holiday closures for the 2020 fiscal year.

The Executive Director proposed the purchasing of wi-fi enabled tablets Board members to use for their Board meeting materials and emails.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the purchasing of tablets for each Board Member.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #8, Correspondences.


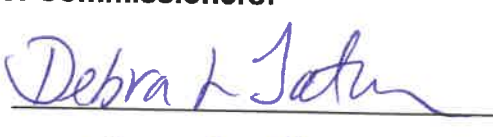
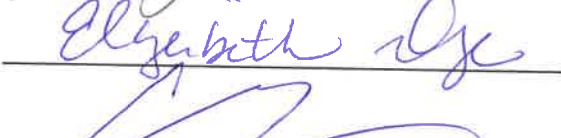


The Chairman noted the DHCD's PHN 2019-23 Regional Capital Assistance Team (RCAT) Advisory Board Election. Ms. McDougall explained that RCAT was looking for nominations for elections to their advisory Board. There was no interest among the Mansfield Housing Authority Board Members to be nominated.

The Chairman Announced the DHCD Sustainability Initiative for Energy Saving Award for FISH Project #167086. Ms. McDougall stated that the money from this initiative will be allocated to purchase storm doors at Cedar Court.

There being no further business to come before the Board, a Motion was made by Mr. Kozlowski and seconded by Ms. Dye to Adjourn at 7:34 PM.

Upon Vote, the Motion passed by a Vote of 5 to 0.

Approved on December 4, 2019 - Board of Commissioners:

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